



BRAD LITTLE
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Director
PAT DONALDSON
Administrator

State of Idaho
Department of Administration
Division of Public Works

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April 29, 2022

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Architects, Engineers, and Construction Managers

FROM: Pat Donaldson, DPW Administrator *[Signature]*

SUBJECT: Owner's Representative Services – Idaho Deferred Maintenance Program
Division of Public Works
Design and Construction Division
Boise, ID

RFQ submittal packages will be received at the Division of Public Works (DPW) office, located at 502 N. 4th Street, PO Box 83720 Boise, ID 83720-0072, by 3:00 p.m., Mountain Standard Time Zone, on June 2, 2022, for furnishing Owner's Representative services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Barry Miller, Deputy Administrator
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1916

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page at <https://dpw.idaho.gov/professional-services/>. It is recommended that responders to this RFQ check this page prior to making their submittal.

An informational meeting will be held on May 25, 2022, 10:00 AM in person at 502 N 4th Street, Boise, ID, or via zoom at <https://us02web.zoom.us/j/89001701290?pwd=Vk1ZMGFYZjZDWE0va2s0andXQldVZz09> to provide further clarifications and answer questions to the request.

The services will be funded by the State of Idaho. The Division of Public Works (DPW) will manage the individual and/or team according to the terms and conditions of the award, State laws and

guidelines. The Owner's Representative Individual(s) and/or Team(s) will receive general instructions through the State. A Project Manager from DPW will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the selected Owner's Representative.

1. DESCRIPTION OF PROJECT

The Division of Public Works is seeking to establish Owner's Representative Services with one or more individuals or companies, that can provide services from project planning through construction oversight and closeout for various statewide projects for the Design and Construction Division of Idaho State Division of Public Works (DPW).

Contract Period: Contracts arising from this request for proposal will be for a period of 36 months, with an option to renew for two (2) additional 12-month periods. The contract duration is not a guarantee for billable hours of work. Proposed start date would be immediately.

On June 11, 2021, Governor Brad Little issued Executive Order No. 2021-10, Transparency in Budgeting. This Order, in part, tasked the Department of Administration to develop a report on state deferred maintenance liabilities in collaboration with the Permanent Building Fund Advisory Council (PBFAC). In the initial report, 28 agencies and institutions with approximately 27 million square feet of state-owned building space with a replacement value of over \$8 billion, reported a deferred maintenance liability of \$900 million.

The Division of Public Works was appropriated approximately \$240 million to start addressing the state's deferred maintenance backlog. This funding will be distributed across multiple agencies and institutions, statewide, to correct critical maintenance deficiencies involving mechanical, electrical, and plumbing systems; exterior envelope; interior systems and finishes; and site work.

2. DESCRIPTION OF REQUIREMENTS

2.1 PROGRAM IMPLEMENTATION SERVICES

Serving as the State's representative providing oversight of the Idaho Deferred Maintenance Program (Program), the Owner's Representative will be responsible for managing multiple projects for various agencies and institutions, statewide. Services may include the following:

- 1) The Owner's Representative, in collaboration with DPW, will review the objectives and goals to define and implement the Program. Services may include:
 - Assist DPW to establish the overall and distributed Program budget.
 - Assist DPW to prioritize critical deferred maintenance requirements in collaboration with state agencies and institutions.
 - Review cost estimates of the deferred maintenance requirements and provide recommendations to DPW.
 - With DPW, review delivery options to determine effective implementation strategies for the Program.
 - Develop statewide projects portfolio including preliminary scope of work.

- Prepare preliminary Program schedule.

2.2 PROJECT SERVICES

The Owner's Representative will be responsible for managing multiple projects ranging in value from \$200,000 to \$50,000,000. Services may consist of the following:

1) Design Phase:

- Assist DPW in selection of the project delivery method.
- Assist DPW with selection of design professionals and consultants, including preparation of requests for qualifications and contracts.
- Review project scope with design professionals to communicate agency requirements.
- Develop project budget (allocating funds for various categories such as consultant fees, construction, contingency, testing and plan review).
- Evaluate initial requirements to ensure that project scope and budget are aligned.
- Develop project schedules adjusting for scope and delivery method.
- Perform constructability / technical reviews of design documents.
- Identify scope changes and inform DPW of potential impacts to project budget, schedule, etc.)
- Coordinate design consultant teams and user groups through the design process.
- Lead meetings with program committees and advisory groups related to each project.
- Agency coordination - identify key project influences such as research projects, existing building conditions, etc.
- Review contract amendments and pay applications (Owner's web-based construction management system).
- Prepare documents and make presentations to the Permanent Building Fund Advisory Council (PBFAC) for project approval.

2) Construction Phase:

- Coordination of Bid Process, including attendance at pre-bid meetings and review of bid proposal to comply with state statutes.
- Assist DPW with preparation of contracts.
- Review and monitor contractor's schedule.
- Review submittals for compliance with design documents.
- Review contractors pay applications.
- Coordination of commissioning agent, testing services and special inspection requirements.
- Attend construction meetings, review construction site activities, and evaluate construction correspondence.
- Assist DPW with coordinating the testing and abatement of any identified hazardous materials.
- Perform on-site observations of the progress and quality of the work, followed by written field reports.
- Review and ensure that all design professional's and contractors' documentation, such as RFI's, submittals, proposal requests and pay requests are being addressed in a timely manner.

- Evaluate contractor's requests for changes or claims and make recommendations to the design professional and DPW.
- Owner's Representative shall ensure that all project plans, correspondence, and fiscal information is maintained in DPW's construction management software.

3) Project Close-out Phase:

- Participate in substantial and final completion inspections and verify contractor has corrected any deficiencies.
- Ensure required close-out documentation has been provided by the contractor.

2.3 DUTIES AND RESPONSIBILITIES

- The Owner's Representative must disclose promptly to the Division of Public Works any matters that may give rise to a potential conflict of interest on their part while performing their duties hereunder.
- Except as required for the discharge of its duties to DPW under this contract, or required by subpoena or court order, the Owner's Representative agrees to hold in the strictest confidence all information documents, and materials obtained or developed in connection with its services under this contract, and that the Owner's Representative should reasonably know to be of a confidential or sensitive nature.
- Owner's Representative to provide all necessary office equipment and supplies to perform required duties and responsibilities, computer, cell phone, etc.
- Work Product Ownership: All products of the Owner's Representative's work, including reports, charts, sketches, plans, specifications, computer programs, or similar documents become the sole property of the State of Idaho and may not be copyrighted or resold by the Owner's Representative. Access to State files, software, programs, and contracted services will be provided as necessary to facilitate consistency with the State's Project Management procedures and policies.
- Plan Security: The Owner's Representative acknowledges that the plans pertaining to any DPW State project have been declared exempt from public record inspection for security reasons. The Owner's Representative hereby expressly acknowledges and agrees to disclose plans only to a licensed architect, engineer, or contractor who is bidding on or performing work on or related to buildings, facilities, infrastructures, systems, or other structures owned, operated, or leased by the state.
- Attend weekly meetings, or as needed with assigned DPW Project Manager Supervisor to discuss project progress, issues, potential challenges, and overall performance of the projects.
- Provide monthly project status reports, or as required by DPW.

2.4 GENERAL REQUIREMENTS

- Pricing: Owner's Representative shall be paid based on documentation and itemization of work performed and included in invoicing. Invoicing must contain a detail of services including rates and hours of work performed and rates of pay. Invoicing must also contain a detail of mileage from the work location to DPW's office. The State shall not be responsible for any unauthorized expenses of the Owner's Representative.

- The State agrees to pay the Owner's Representative an hourly rate of pay with straight time for any time over eight hours, including weekends and holidays based on hours worked. Hours are on an as-needed basis with a schedule developed with the Owner's Representative. Invoicing shall be submitted on a monthly basis.
- The Owner's Representative shall provide professional liability insurance, unless waived in writing by the Owner, in an amount no less than \$3,000,000 combined single limit. If liability insurance required by this section is obtained through a "claims made" policy, this coverage or its replacement shall have a retroactive date of no later than the inception of this Agreement. The Owner's Representative must maintain such liability insurance for two (2) years from the date services are last provided under this Agreement. The Owner's Representative shall be responsible to pay all premiums, deductibles, and all costs not covered by such insurance.
- Any insurance provided under this article shall be in the form of policies or contracts for insurance with insurers of good standing. Evidence of such insurance coverage or self-insurance shall be in the form of a certificate of insurance or statement of financial responsibility and shall include a provision that cancellation, refusal to renew the policy, or change in any material way the nature or extent of the coverage provided by such policy or policies will be ineffective without first giving the State thirty (30) calendar days written notice by certified, or registered mail, return receipt requested.
- The Owner's Representative shall have technical knowledge of building design practices, general construction methods and contract administration; state and local building codes including IBC and electrical, plumbing, fire, and life-safety codes; and accessibility code requirements.
- The Owner's Representative shall indemnify, defend and save harmless the State of Idaho, the Division of Public Works, (name of agency), their officers, agents and employees from and against any liability, claims, damages, losses, expenses, actions and suits whatsoever, including injury or death of others or any employees of the Owner's Representative or the Owner's Representative's consultants caused by or arising out of the negligent performance, act or omission by the Owner's Representative of any term of this contract.
- The Owner's Representative and any associated sub-consultants will be ineligible to act as a design professional or general contractor for this project.
- The Owner's Representative and any associated sub-consultants may be required to submit to a security screening which may include fingerprinting and criminal background checks. A person with a conviction of certain crimes may be precluded from accessing the site(s) or working on the project.

3. EVALUATION CRITERIA AND PROCESS

3.1 QUALIFICATION STATEMENT CONTENT

A. Specific Qualifications: Provide information relative to a person or firm's size, history, experience, personnel, resources available, and general information who would be performing the owner's representative services. The Owner's Representative should have a demonstrated understanding of the local areas, state agencies and state public works statutes. List educational background, professional licenses, certifications, and professional affiliations for the past five years

Describe who will perform the various tasks under Sections 2 of the **Required Services** listed above. Include their involvement, responsibilities, and relevant special expertise for three (3) projects, with brief descriptions. The projects should demonstrate the person's ability to perform the owner's representative services.

B. Management Experience: Describe the person or firm's experience with representing owners from design through construction, various construction delivery methods, constructability review, construction scheduling and estimating.

C. Proposed Methodology: Describe how the person/firm will complete the Required Services as stated in this RFQ. Please include a description of relevant services provided by your firm. The proposal shall describe and demonstrate acute knowledge of best management practices, anticipated project challenges and useful approaches for project management and project delivery.

D. References: Provide the names, addresses, email, and phone number of at least three professional references. You must include contact names who can talk knowledgeably about past performance.

E. Format: To assist evaluation it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the individual and/or team.

SUBMITTAL

Submit One hard copy of the submittal; include one USB drive containing a PDF of the submittal. In your RFQ cover letter, include the email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

3.2 EVALUATION AND RANKING

A selection committee consisting of two (2) persons from DPW and two (2) agency representatives will rank the submittals. The Selection Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the State. The ranking criteria will be weighted according to the following:

	Criteria	Maximum Possible Points
A	Specific Qualifications	15
B	Management Experience	25
C	Proposed Methodology	25
D	References	5
E	Format	5
	Total	75

3.3 INTERVIEW PROCESS AND FINAL RANKING

If interviews are held, selected firms will be notified as to place, time, date and content of the interview. The Owner's Representatives invited for an interview will receive a final score based on the sum of the selection committee's initial ranking and final ranking. The interview process will be worth 25 points. Questions to be addressed during the interview will be provided to the selected firms.

3.4 PROPOSED DATES:

Receive RFQ Submittals	June 2, 2022
Project Specific Oral Presentations	As scheduled
Negotiate Contract(s)	July 2022 / on-going

3.5 SELECTION

Upon selection of an Owner's Representative, the State will issue a letter of intent. However, final acceptance is contingent upon the successful negotiation of an Agreement. A contract may be awarded for a single phase or multiple phases of the construction project, or for a particular service.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement, including the State's standard terms.

The State reserves the right to reject any or all proposals received as a result of this request. The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews and the associated ranking criteria noted above.

End RFQ

